

Lincoln Square Lofts Homeowners Association

Key Fob Registration

All residents must keep track of their key fobs and/or access cards. Please report any fobs that are lost/stolen. Key fobs are limited to four (4) total, per unit number unless otherwise approved in writing by the Association. Lost or stolen fobs will be deactivated. Replacement fobs will be reissued at the expense of the resident or Unit Owner in the event of a lost, stolen, or damaged fob.

Only Owners will be reissued building fobs after providing a photo ID for verification, unless otherwise approved in writing by the Owner only for another person to obtain. **Owners are responsible for managing fobs issued to their Unit and providing tenants or the Owner's property manager for the Unit.**

All tenants must return fobs to the Owner prior to the termination of their lease.

Fob numbers are confidential information and will not be given out to anyone for any purpose. **All fobs must be registered with the HOA or risk being deactivated.** Please either email a completed form to LSL@cchoapros.com or mail it to our offices at 14901 E Hampden Ave, Ste 320, Aurora, CO 80014.

For small key fobs- the number is located under the logo/name.

For garage fobs with buttons- the number is located inside the fob, next to the battery. To open, please use a coin.

Resident(s) Unit Number:

	Fob Number	Name
Fob No. 1		
Fob No. 2		
Fob No. 3		
Fob No. 4		